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General requirements for all programs:

- All of our programs have mandatory internships. The students get to choose where and for which company they wish to work for;
- Depending on their program, students must work a minimum of 390 hours in their respective field, within the 3, 4, 6 months internships. See below for a full description of our programs and their internship requirements;
- Companies get to interview and select the interns;
- Once you will have offered an internship to a student, a work contract will be established as well as an internship contract. The internship contract must be signed by your company and returned to the ITHQ before the internship begins;
- Regarding salary expectations, the hotel is to offer an hourly salary rate and when possible lodging and meals at a cost;
- Properties with staff accommodation would be a great asset;
- J1 visa and entry visa: interns will be responsible for obtaining their J1 visa and entry visa, if required. We will need however, for the hosting employer to supply the necessary paperwork;
- **The ITHQ** has a sponsor for the J1 visas, but we are willing to work with your **sponsor** if you have your own.
- Insurances: All of our students will have subscribed to personal medical/health insurance and have “liability insurance”, to cover them during their entire internship period;
- Each intern must be evaluated twice during the internship, once at the mid-mark and a second time prior the end of the internship. The evaluation must be done by the intern’s supervisor. The Internship department will provide the evaluation forms;
- For more information on our programs, please visit www.ithq.qc.ca

Our programs and their internship requirements

College level				
Program	Internship period	Min. hours	Description of the program	Positions targeted
International Hotel Management	<i>Second year students</i> Dates: June 1 st to August 27 th 2019	420 hours	Work-study program combines European refinement with North American efficiency. With over 345 hours of English courses and practical courses, the students develop a keen understanding of the operations of all hotel activity sectors throughout their classes. With 2 internships outside Quebec, the students gain valuable practical international experience.	Front office agent; reservation agent; customer service agent; bellman; activity host; dining room host; dining room or banquet waiter; F&B / bar attendant; buffet attendant; recreation agent; room attendant; room attendant supervisor and any other customer service position in a hotel...
Gastronomic Food Service Management	<i>Second year students</i> Dates: June 1 st to August 27 th 2019	390 hours	Work-study program with a focus on high-end restaurant services, this training gives the student a true operational expertise through two specialization options: cooking or service and sommelier training. Covering efficiency, staff coordination, menu planning, and operational costing are some of the students' classes that help them develop as qualified professionals.	Kitchen Helper; Garde-manger; Cook; assistant cook; F&B server; Bar assistant...
Tourism management	<i>Second year students</i> Dates: June 1 st to September 27 th 2019	415 hours	Work-study format program with a focus on how to make a tourist attraction profitable. The classes cover tourism throughout the world, geography, marketing, human resources and so on. With practical classes, students will obtain, over 1000 hours of practical industry experience throughout their training.	Information agent; Reservation agent; Front desk agent, Guest services agent; Guide; Sports attendant; Telephonist; Spa agent; Ticket agent; Concierge; Travel agent assistant; Events planning agent...

University Level

<p>Advanced studies in International Hotel Management</p>	<p><i>Second year students</i> Dates: Early May to early October 2019 (mostly supervisory positions)</p>	<p>675 hours</p>	<p>This bilingual program (French and English) gives students experience-based training so that they can meet the specific needs of the hotel industry. The goal is to train agile, creative and proactive managers who can cultivate team excellence and anticipate the needs of an always demanding international clientele.</p>	<p><u>Supervisory positions:</u> Front desk supervisor; Reservations supervisor; Concierge supervisor; Housekeeping supervisor; Laundry room supervisor; Maître d'hôtel (dining room or banquets); Dining room supervisor; Room service supervisor; Sales assistant; Banquets coordinator; Human resources coordinator.</p>
<p>Bachelor in Hotel Management & Food services (UQAM)</p>	<p><i>Third year students</i> Dates: Early May to end of August 2019 (some students may be available longer)</p>	<p>400 hours</p>	<p>Offered with the École des sciences de la gestion (ESG) at UQAM, this program is the only bachelor's in Quebec in the field of hospitality. Supported by recognized partners in tourism industry and given by professors who are experts in their field, this comprehensive training adapted to current industry issues will help you develop all of the skills you need to manage hotel, tourism or restaurant establishments.</p>	<p><u>Operations positions:</u> Front office agent; Activity host; Dining room or Banquet waiter; F&B / bar attendant; Any other customer service position in a hotel. <u>Supervisory positions:</u> Front desk supervisor; Housekeeping supervisor; Maître d'hôtel; Dining room supervisor; Room service supervisor; Sales assistant; Human resources coordinator;</p>